

<b>INVITATION TO BID</b>		<b>CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION</b>		<b>RESPONSES MUST BE RECEIVED BY: 10/11/21 11:00 AM CST</b>	
<b>TITLE: RQ10289 Bookmobile for Outreach Services</b>			<b>RETURN BID TO: PURCHASING DIVISION</b>		
FILE NO: <b>10289-21</b> REQ NO: <b>RQ10289</b>  AD DATES: <b>09/21 &amp; 09/28</b>			<b>Mailing Address:</b> PO Box 1471 Baton Rouge, LA 70821  <b>Physical Address:</b> 222 St. Louis Street 8 <sup>th</sup> Floor Room 826 Baton Rouge, LA 70802  <b>**NOTE: U.S. Postal Regular &amp; Expedited Mail do not deliver to our physical address; delays may occur due to City-Parish Mailroom processing</b>		
<b>SHIP TO ADDRESS: City of Baton Rouge East Baton Rouge Library 3434 North Blvd Baton Rouge, LA 70806</b>			<b>Contact Regarding Inquiries:</b> Purchasing Analyst : Sheneka Sylvan Telephone Number: <b>225-389-3259 x 3263</b> Email: <a href="mailto:ssylvan@brla.gov">ssylvan@brla.gov</a>		
VENDOR NAME			MAILING ADDRESS		
REMIT TO ADDRESS			CITY, STATE, ZIP		
TELEPHONE NO.		FAX NO.	E-MAIL		
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER			TITLE		
AUTHORIZED SIGNATURE <b>(Required)</b>			PRINTED NAME		
<b>QUESTIONS TO BE COMPLETED BY VENDOR:</b>  1. _____ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER  2. _____ % discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.  3. _____ STATE ENUMERATED ADDENDA RECEIVED (IF ANY)					

**F.O.B.: DESTINATION - PAYMENT TERMS: NET 30**

**ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID**

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation. **Bid must be signed in the designated space above and by person authorized to sign for bidder.**

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

## INSTRUCTIONS TO BIDDERS / TERMS & CONDITIONS - SEALED BIDS

**Bidders are urged to promptly review the requirements of this specification and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications is clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification documents will not be considered after bids are opened.**

1. Read the entire bid, including all terms and conditions and specifications.
2. Bids are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive bids. Bidders should rely only on advertisements in the local newspaper, and should personally pick up bids and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
3. The bid number, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
4. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division on or before the specified bid opening date and time. Late bids will not be considered under any circumstances.
5. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
6. The City Parish specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, to accept the bid which is in the best interest of the City parish, and to reject all proposals if that is in the best interest of the City Parish.
7. Except for bids submitted through the [www.bidexpress.com](http://www.bidexpress.com) on-line bidding site, bids shall be accepted only on bid forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. Altered or incomplete bids (including non-acknowledgement of addenda issued, if any), or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection.
8. All bids must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
9. All bids must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
10. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.
11. Detailed factory specifications, illustrative literature and any deviations should be submitted with bid as required by the specifications or on the bid form. Representative samples shall be submitted upon request, if appropriate. Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for the City to evaluate quality, suitability, and compliance with the specifications in the solicitation.
12. Written addenda issued prior to bid opening which modifies the bid shall become a part of the bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method. Failure to acknowledge receipt of addenda (if any) shall render the bid non-responsive and subject to rejection.
13. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.

14. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
15. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor. Late deliveries or unsatisfactory performance may be cause to cancel the Purchase Order or contract.
16. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
17. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are excluded from state and local taxes.
18. Acceptance of award by vendor, either in writing or by shipment of any article described herein, shall effectuate a contract between City - Parish and vendor for the materials described herein, and no additional conditions or amendments shall have any effect unless approved in writing by City - Parish.
19. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Information pertaining to completed files may be secured by visiting the EBR City Parish Purchasing office during normal working hours.
20. The City - Parish is an equal opportunity employer, and does not discriminate against anyone on the basis of race, sex, creed, color, religion, national origin, ancestry, reprisal, disability, sexual orientation, marital status or political affiliation.
21. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed? YES \_\_\_\_ NO \_\_\_\_\_. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.
22. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
23. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
24. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
25. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.

26. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
  27. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://city.brla.gov/dept/purchase/bidresults.asp>.
  28. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.
  29. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
  30. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.
- Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.
31. The City of Baton Rouge, Parish of East Baton Rouge launched a new Enterprise Resource Planning (ERP) system, Vendor Self Service (VSS) via Munis. VSS replaced the legacy vendor database and will be used by all departments and agencies citywide.

Vendor Self-Service (VSS) enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications.

New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link at <http://brla.gov/vss>. Vendors are encouraged to review the step by step <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF> before beginning the registration process which may be assessed at <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDFide>.

Additional information regarding how to do business with EBR City-Parish is available at: <https://www.brla.gov/DocumentCenter/View/678>.

We also post our scheduled bid openings, as well as unofficial bid tabulations after the bids have opened at <http://city.brla.gov/dept/purchase/bids.asp>.

**Note:** Commodity codes are required for setting up your profile. These numbers tell us what commodities and services that you can provide. When agencies request products or services, our buyers pull directly from these numbers to send out solicitations, bids, and quotes. The first 3 numbers are the class numbers; the subclasses are two digit numbers that better describe the commodity or service. For questions regarding commodity codes, please contact purchasing at (225) 389-3259 Ext 0.

**Important!** - A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the IRS website. We have created step by step directions on how to properly complete the W-9 Form.

## FEDERAL CLAUSES, IF APPLICABLE.

### I. Remedies for Breach

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

### II. Termination and Settlement

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

### III. Access to Records

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

### IV. Equal Employment Opportunity

Bidder acknowledges that all contracts shall contain provisions requiring compliance with

E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

### V. Copeland "Anti-Kickback" Act

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18 U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

### VI. Davis-Bacon Act

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

### VII. Contract Work Hours and Safety Standards Act

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

### VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms Under Governments Grants, Contracts, and Cooperative Agreements"

### IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

### X. Clean Water Act.

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

### XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.



## DEALER LICENSE REQUIREMENTS

Any vendor wishing to bid on vehicles for City of Baton Rouge/Parish of East Baton Rouge must be in compliance with Chapter 6, Distribution and Sales of Motor Vehicles, LA State Statute R.S. 32:1251, which stipulates any motor vehicle manufacturer, distributor, dealer and lessor doing business in Louisiana must be licensed in Louisiana.

All bidders shall include a copy of their valid dealer's license, issued under the provisions of R.S. 32:1254, with any bid submitted. Per R.S. 38:2212.8, public entities are prohibited from accepting bids from or entering into any contract or cooperative endeavor agreement or any other transaction for the procurement of vehicles with a dealer who does not possess a valid dealer's license issued pursuant to R.S. 32:1254. A public entity shall reject any bid submitted by a dealer for the purchase of vehicles which does not include a copy of a valid dealer license.

### RS 38:2212.8 Prohibition of bids from or contracts with unlicensed dealers

- A. A public entity shall not accept any bid from or enter into any contract or cooperative endeavor agreement, or any other transaction for the procurement of vehicles, with a dealer who does not possess a valid dealer's license issued under the provisions of R.S. 32:1254.
- B. A public entity shall require that any bid submitted by, or a contract or cooperative endeavor agreement with, a dealer for the purchase of vehicles shall include a copy of a valid dealer's license issued under the provisions of R.S. 32:1254.
- C. A public entity shall reject any bid submitted by a dealer for the purchase of vehicles which does not include a copy of a valid dealer license.
- D. A public entity shall not sign a contract or cooperative endeavor agreement with a dealer for the purchase of vehicles which does not include a copy of a valid dealer license.
- E. If in the course of an audit or review by the legislative auditor, pursuant to the powers and duties in R.S. 24:513, a violation of this Section is found, the legislative auditor shall report such findings to the Louisiana Motor Vehicle Commission. Acts 2010, No. 376, §1.

## **SPECIAL INSTRUCTIONS FOR VEHICLES AND EQUIPMENT**

Bid prices shall be based on earliest attainable delivery without incurring premium costs.

1. The dealer shall not attach any dealer identification, advertising or similar material to the equipment.
  
2. All titles, invoices, certificates of origin, odometer statements and warranties must be issued in the name of Baton Rouge Police Department, 333 Chippewa St., Baton Rouge, LA 70805

Invoices shall not be dated any earlier than the day of delivery on any equipment

Successful bidder shall furnish to owner two (2) complete sets of operating manuals for each different piece of equipment. This requirement does not apply to Annual Contracts for automobiles and light trucks.

- Inquiries received up until 5:00 p.m. on October 01, 2021.



## Pricing Sheet

The brand and model used in this specification is used only to denote the general style, type, character and quality standard of the supplies requested. Please note the brand and model that you are bidding in the designated spaces provided. If bidding other than specified, sufficient information should be enclosed with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications.

**Any items with Blank, Zero or "N/A" will be considered as NO BID and may cause your bid to be deemed non-responsive. If your intention is NO CHARGE, please write "NO CHARGE" in the Unit price column.**

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
0001	<p><b>Bookmobile (Model: Ford F59 Bookmobile or approved equal)</b>  <b>Per Specifications</b></p> <p><b>Price Must Include Any Shipping and Handling and Graphic Design and painting and application of lettering and graphics</b></p> <p><b>State Brand and Model Bidding:</b></p> <p>_____</p>			\$ _____	\$ _____

## **DESCRIPTION**

- I. **PURPOSE:** The East Baton Rouge Parish Library (hereafter, “EBRPL”) is issuing this Request for Proposal (RFP) to solicit competitive proposals for the purchase of a Bookmobile, motor coach, or specialty vehicle in accordance with the specifications stated herein. We are requesting that bids only be considered from companies that have an established reputation of 7 years or more in the field of bookmobile construction. Furthermore, in order to insure fair, ethical, and legal competition, neither the original equipment manufacturer (O.E.M.) nor parent company of the O.E.M. shall have been fined or convicted of price fixing, bid rigging, or collusion in any domestic or international market.
- II. **BACKGROUND:** EBRPL is the sole provider of public library services in East Baton Rouge Parish, serving Greater Baton Rouge, Baker, Central, Zachary, and all other outlying subdivisions of EBR Parish. The East Baton Rouge Parish Library contains the largest public library collection within Louisiana, and circulates the most items. Each year, the East Baton Rouge Parish Library system circulates over 2,000,000 bar-coded items. However, realizing that many residents of EBR parish lack equitable access to educational, cultural, and recreational resources, the Library has traditionally brought Library services to those that need them the most, from the cradle, to the care facility. This includes, but is not limited to the residents of retirement centers, nursing homes, in-home daycares, early childhood sites, students in local schools, homeless shelters, group homes, and community centers. Outreach’s motto is “Everybody has a right but everybody does not have access. Libraries are in place to give people access.”

The Library’s current Bookmobile “fleet” has been in operation since 2002—The “Library Elf” was purchased in 2002 to visit residents of retirement centers, adult daycares, assisted living facilities, Council on Aging sites, and other locations throughout the parish. A few years later, following some intensive informational meetings about literacy in Baton Rouge and the need to front-load our efforts with young children, the Library Board of Control (LBOC) developed a Community Programming, Bookmobile and Outreach Services Department in 2010 and purchased a second large bookmobile, a Dodge Caravan, and a Ford Versa Shuttle in 2010 to accommodate visits to pre-schools and other community sites.

Today, three Bookmobiles and several other Outreach Service Vehicles deliver print and non-print material, present interactive story times, demonstrate electronic and digital databases and resources, sign people up for library cards, and even teach computer classes to more than 120 pre-schools, nursery schools and day care centers each month as well as more than 50 retirement centers, plus special visits to local schools, colleges, community centers, and public events.

In 2019, Community Programming and Outreach Services staff made 2,363 visits over the year, and provided library services for over 260,000 patrons. The demand is so great that the Library is now seeking an additional unit specifically designed for preschool age children. Even during the ongoing pandemic, Outreach Services were able to keep up a consistent demand from patrons, and creating inventive ways to continue circulating items and providing resources to our patrons. As such, in 2020, with most of the world closed, Outreach staff still performed more than 1,100 visits to over 40,000 people, circulating well over 100,000 items.

The bookmobile serves children, teens, adults and elderly citizens from various socioeconomic indicators. The vehicle should be energy-efficient to conserve fuel, but heavy duty enough to last 15-20 years in good working order, with proper maintenance. The unit will be used to transport staff as well as library materials, resources and services both outside and inside of facilities. The vehicle will also be used to take library materials and resources to all patrons in each community, however our main focus is to provide access to services for those that cannot achieve it on their own. The aim is to increase capacity to serve more facilities while providing ergonomic transport for staff.

EBRL outreach services is operational seven days of the week, 52 weeks per year, in all weather conditions. The unit will be driven in all areas of EBR Parish, and shall be designed and equipped to safely operate in an environment of paved and unpaved roadways in a four-season climate. Expected routes for this unit can range from 50-200 miles per week. The vehicle will be parked outside facilities on its daily route and may be parked outdoors overnight with summer temperatures easily reaching 100°F and higher, with 100% humidity. Winter weather can be as low as 20°F. Inside vehicle temps have been recorded to be as high as 120°F.

- III. STATEMENT OF NEEDS: The contractor shall comply with all applicable federal, state and local laws, rules and regulations applicable to the provision and performance by the contractor of the work and services that are the subject of the contract. The contractor will furnish all material and perform all labor to complete vehicle upfitting and conversion as specified herein.

# SPECIFICATIONS

## Page 1 of 10

**GENERAL:** The intent of this proposal is to establish prices for all items. The evaluation of the services offered and the determination of the lowest responsive and responsible bidder will be the sole responsibility of the Purchasing Division after consultation with the using agency.

<b>0001</b>	<b>Bookmobile (Model: Ford F59 Bookmobile or approved equal) Price Must Include Any Shipping and Handling</b>			
<b>A. BASIC SPECIFICATIONS AND DIMENSIONS</b>				
<b>MINIMUM SPECIFICATIONS:</b> As a minimum (any non-compliance must be marked “NO”) each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment		<b>Comply</b> <div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div>		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
1. Overall Length, minimum/maximum 34-36ft. (No CDL Required) 2. Exterior width, maximum 9 ft. 3. Height, maximum 13 ft. (including air mounted A/C units) 4. Interior load space, minimum 26 ft. 5. G.V.W.R maximum 26,000 lbs. (maximum no CDL required) 6. Headroom, minimum 80in. 7. Volume capacity, minimum 2,000 items @ 40 books/36” shelf				
<b>B. CHASSIS SPECIFICATIONS &amp; EQUIPMENT</b>				
<b>MINIMUM SPECIFICATIONS:</b> As a minimum (any non-compliance must be marked “NO”) each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment		<b>Comply</b> <div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div>		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
1. <b>Chassis/Frame Type</b> Ford F59 bookmobile or low floor body or equivalent—NO CDL requirement required to drive. Self-contained, coach style unit is required—staff preference is to have a sliding wall or door, separating cab from cargo area. Must be able to gain entry to cargo area from cab without egress. Frame should be high strength, low alloy steel or aluminum. <i>See Appendix for example.</i> 2. <b>Air Conditioner</b> provided in cab and cargo area. Air conditioning, heat, and defrost to be automotive style; with multi-speed and dual climate control. System must operate when vehicle motor is running. Shall have multi-speed fans and automatic operation. Prefer separate driver and passenger settings. Requires vents for both driver and co-pilot. 3. <b>Alternator</b> Dual Alternator System. 12V, 220 amp HD alternators 4. <b>Battery</b> At least two chassis 12 volt rated, 750 CCA each minimum to be provided for engine and two deep cycle batteries to be provided for auxiliary use and generator. Battery cases shall be constructed of a high strength, durable type material. Emergency start jump switch between batteries to be provided. Invertors/converters included as necessary and designed to carry electrical load efficiently. 5. <b>Brakes</b> Hydraulic brakes, heavy duty. Provide emergency and parking brake. 6. <b>Controls</b> Foot operated throttle, brake pedal; parking brake with warning light; transmission selector; dimmer switch; Self-canceling directional signals; hazard signal switch; Headlamp switch; rheostat-controlled lighting; key-type Starter switch 7. <b>Drive Line</b> Drive Line Guard shall be provided. 8. <b>Engine</b> Diesel is preferred. Gasoline Option is acceptable. Engine to cruise at least to 70 mph. Engine block heater is optional.				

# SPECIFICATIONS

## Page 2 of 10

**GENERAL:** The intent of this proposal is to establish prices for all items. The evaluation of the services offered and the determination of the lowest responsive and responsible bidder will be the sole responsibility of the Purchasing Division after consultation with the using agency.

0001				Bookmobile (Model: Ford F59 Bookmobile or approved equal) Price Must Include Any Shipping and Handling		
B. CHASSIS SPECIFICATIONS & EQUIPMENT (continued)						
MINIMUM SPECIFICATIONS: As a minimum (any non-compliance must be marked "NO") each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment				Comply		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
				YES	NO	
9. Engine Hood One-piece hood that opens for exterior access to engine oil and transmission oil check.						
10. Exhaust System Single, stainless steel or aluminized steel with heavy Duty in-line muffler.						
11. Fuel Tank Minimum 60-gallon capacity. Provide latching fuel access door. Generator fuel pickup tube installed by fuel tank manufacturer, set at depth not to empty tank. Fuel fill door with twist lock.						
12. Generator: One quiet model water cooled, power generator shall be furnished to provide electrical power to the electrical system. Generator shall be sufficient to power all AC and DC requirements. Generator shall be plumbed to draw fuel from the chassis fuel tank. Insulation package shall include full heat insulation kit and sound deadening insulation. Entire unit shall be mounted so as to dampen vibration and reduce engine noise. AC power generator furnished shall be designed for heavy duty use and be capable of operating properly either when the vehicle is stationary or when traveling on the road. Operators shall be able to select between shorelines or generator power. Generator must have emergency start up switch.						
13. Heaters/Defrosters Front and rear window defrosters						
14. Horn Dual Electric; back up alarm						
15. Instruments/Gauges Speedometer, odometer, trip odometer, tachometer, fuel gauge with pump indicator. Engine Coolant temperature gauge. Other warning indicators should include oil pressure, engine temperature, battery, low oil level, low coolant, lights on, key, low fuel, low washer fluid, bulb failure, door ajar, service interval, brake fluid, brake pad wear. Low tire pressure to indicate which tire needs service.						
16. Leveling System-provide leveling and stabilizing four-point system with touchpad control, located in cab.						
17. Oil Filter Full Flow disposable						
18. Shocks Front and rear heavy duty						
19. Shoreline Provide 220-volt shoreline, thirty-six (36) feet installed in storage compartment with access door, latch, and key lock. Include 20-amp, 30-amp and 50-amp male and female converter kits. Provide Transfer switch near generator controls. Include Buddy Plug						
20. Steering Power steering. Tilt and telescopic adjustments. Hydraulic power assist, rack and pinion steering.						
21. Suspension Front strut suspension with HD front and rear, anti-roll bar. Traverse leaf type. Minimum 4,080 lbs. front; minimum 7,060 lbs. rear spring rating						
22. Tires Full size spare tire provided, underbody mounted with crank down feature. Stainless steel wheel liners; braided stainless steel valve extenders. Dual wheels in rear, if necessary.						

# SPECIFICATIONS

## Page 3 of 10

**GENERAL:** The intent of this proposal is to establish prices for all items. The evaluation of the services offered and the determination of the lowest responsive and responsible bidder will be the sole responsibility of the Purchasing Division after consultation with the using agency.

<b>0001</b>	<b>Bookmobile (Model: Ford F59 Bookmobile or approved equal) Price Must Include Any Shipping and Handling</b>			
<b>B. CHASSIS SPECIFICATIONS &amp; EQUIPMENT (continued)</b>				
<b>MINIMUM SPECIFICATIONS:</b> As a minimum (any non-compliance must be marked "NO") each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment		<b>Comply</b>		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
		Yes	No	
23. <b>Tow Hooks</b> Front and rear of unit. Rated to tow other Library bookmobiles, with all being at least 20K lbs. 24. <b>Transmission</b> Electronic 5-speed automatic w/overdrive, tow/haul and lock-up. Size and capacity ratings of unit shall be fully compatible with maximum engine horsepower and torque ratings. Auxiliary transmission oil cooler. 25. <b>Windshield</b> windshield is automotive approved. Laminate safety type and tinted. Windshield to have electric or manual sun/night shade for day and evening parking. Driver and co-pilot sun visors. 26. <b>Wipers</b> Dual multi-speed electric, with washer and intermittent Feature. Minimum 24-inch blade. Two washers to be integrated into sweep arms and included a minimum 60 oz. washer fluid bottle with electric pump				
<b>C. BODY SPECIFICATIONS</b>				
<b>MINIMUM SPECIFICATIONS:</b> As a minimum (any non-compliance must be marked "NO") each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment		<b>Comply</b>		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
		Yes	No	
1. <b>Bumpers</b> -Front and rear constructed of heavy gauge steel 2. <b>Compartments</b> At least three exterior storage compartments, with locks. 3. <b>Doors Patron (curbside)</b> one entrance/exit door, located between axles. Rough opening at least 80 inches H X 32 inches W. Hardware for interior door release clearly labeled with "Push" sign. Pull open from outside, push open from inside. One upper window tinted slider and one lower fixed window. Provide stainless steel handrail, .125-inch diameter @ 45 degree angle across lower window and horizontally above push bar. Dead bolt key lock on outside with twist lock latch on inside. Door should be double constructed aluminum and steel with polystyrene foam insulation core. Door hinge must be full length stainless steel. Two handrails, stainless steel provided on both sides of entrance door step wells. 4. <b>Electronic Steps and Stepwell</b> Depending on model, at least one electronically operated exterior step, activated with ignition override. Steps at driver, passenger/co-pilot and patron doors. Warning device, both visual and audible provided to alert driver that step is down. Step well covered with transit bus style steel blacked rubber treads with textured skid proof surface. Treads securely fastened and silicone sealed at the edges. Steps to have manual over switch to lock in down position. Steps wired to engine battery and finished with black, red or yellow strip with textured skid surface. Steps shall be at least as wide as door opening. Prefer one interior step from ground with 9-inch riser. Lights to be provided under step and in step well to ensure visibility in all conditions.				

# SPECIFICATIONS

## PAGE 4 of 10

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Purchasing Division after consultation with the using agency.				
0001	Bookmobile (Model: Ford F59 Bookmobile or approved equal) Price Must Include Any Shipping and Handling			
C. BODY SPECIFICATIONS (continued)				
MINIMUM SPECIFICATIONS: As a minimum (any non-compliance must be marked "NO") each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment		Comply		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
		Yes	No	
5. Driver and Passenger Door Equip with sliding windows with easy grip handles to open , or power windows, if available. Interior and exterior door latch with key lock. Driver and passenger door to have steel recessed step well and assist bar				
6. Full Swing Rear Door Full swing rear door, to allow for egress of patrons, staff and book carts. Door will allow for wheelchair ramp access.				
7. Handrails-Vertical hand rails at both sides of patron door and outside of unit. To be of stainless steel, minimum 1.25 inches diameter, with radius corners, solidly mounted. Needs to be a minimum of 48 inches long. 3 bolts with lock nuts at top and bottom. One horizontal hand rail on the interior of the patron door, mounted above door opening bar. To be stainless steel. Handrails at both sides of stepwell. To be stainless steel. Hand rail mounted on the interior of patron door. Vertical exterior hand rail must be provided at patron door. An additional exterior swing-a-way hand rail must be provided at patron door.				
8. Insulation- Provide extra layers to protect from sound and weather.				
9. Latch- Latches will need to be placed on exterior of vehicle to hold the patron door open for egress.				
10. Lights-Basic body, interior dome, stepwell stop and tail, back-up, directional, emergency flashers; parking lights, halogen headlamps. Exterior mounted, rear wall center high mounted stop light. LED lights on inside and outside of unit, in wheel house, as well as scene lights on both sides of the unit. All exterior lights should be bolted to unit, to withstand extreme weather changes and hazardous road conditions.				
11. Mirrors-Two deluxe exterior mirrors with cameras. Mirrors should be attached at top of unit or as close to the unit as possible. Electric cameras connected to signal system and back up camera. Cameras should be mounted on unit, and NOT on mirror.				
12. Mud Flaps-Properly sized for rear dual tires—Book outline or Library Logo brand imprint.				
13. Patron Seating Bench seats, locations to be determined by staff, also, barstools and other moveable seats, child-sized. Install a locking mechanism, or compartment for chairs.				
14. Public Address System Public address system shall be provided. Wired to radio and speakers for interior and exterior connection. System should work indoor and outdoor BOTH independently of one another and simultaneously. Include intercom.				



# SPECIFICATIONS

## Page 5 of 10

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0001	Bookmobile (Model: Ford F59 Bookmobile or approved equal) Price Must Include Any Shipping and Handling		
C. BODY SPECIFICATIONS (continued)			
MINIMUM SPECIFICATIONS: As a minimum (any non-compliance must be marked “NO”) each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment	Comply		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
	Yes	No	
<div>15. <b>Radio</b> Electronically tuned Radio/MP3/CD in dashboard. Sound system must sync to Bluetooth. Must have connections for iPhone and Android. Must be wired to public address system and speakers. Should work indoor, outdoor, both independently and simultaneously include digital clock include AUX connection.</div> <div>16. <b>Reflectors</b> All as required.</div> <div>17. <b>Seals</b>-Body panels assembled with epoxy and silicone sealants. Windows set in rubber, doors to have rubber seals.</div> <div>18.<b>Stage/raised floor</b> Staff cab area should be built on a raised floor or “stage” about a foot higher, to help with sight lines. Desks and computer “lab” placed in this area. <i>See Appendix</i></div> <div>19.<b>Storage</b>-Glove box, instrument Panel covered bin, dashboard storage bin, driver and passenger door bin. Interior storage compartment above windshield.</div> <div>20. <b>Sun Visor</b>-Drivers and passenger</div> <div>21. <b>Undercoating and Rust Proofing</b>-Body floor, skirt (if applicable) and wheel housing are to be undercoated after assembly.</div> <div>22. <b>Ventilation</b>-Fresh air through chassis heater system.</div> <div>23. <b>Wheel Housings</b>-Properly sealed and insulated. Add LED rock lights, color changing lights to wheel housing. Multicolor neon, and waterproof. Add extra adhesive or bolt, as weather temps can be extreme. <i>See Appendix.</i></div> <div>24. <b>Windows</b>- All windows (glass) shall be tinted. Side panel windows. Windows on rear doors. All to be tinted, and have shades or blinds. Windows in sliding or folding doors, depends on body style chosen. Tint should comply with Louisiana state regulations.</div>			

# SPECIFICATIONS

## PAGE 6 of 10

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0001

Bookmobile (Model: Ford F59 Bookmobile or approved equal) Price Must Include Any Shipping and Handling

D. UPFITTING SPECIFICATION

MINIMUM SPECIFICATIONS: As a minimum (any non-compliance must be marked “NO”) each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment

Comply

Yes

No

Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.

1. **Air Conditioning-** Three Coleman Mach 15 or higher grade roof units. Interior mounted, minimum 15,000 BTU Air Conditioner/Heater. Include automatic temperature control and temperature gauge. Air conditioners and heater to work while vehicle is driving or stationary.

2. **Blinds/Shades** For windshield and all other windows. Type to be decided After award

3. **Book Return** Provide a book return slot and bin in staff desk

4. **Bubble Machine** Bubble machine added to back or curbside wall exterior.

5. **Ceiling-**Finished with lightweight substrate material overlaid with one continuous piece of non-glare, pebble gain, any color textured fiberglass. Meet American Standard Test Method E-84 (ASTME-84) rating.

6. **Desk-** Provide two desks on opposite sides of front cargo area. One wall mounted, L shaped, bracketed desk. Desk to be top quality commercial laminate; include pencil drawer, side file drawer and storage drawer with marine latches, and cup holder. Desk to have book drop/return slot. Desk on curbside wall. Second desk to be fold down near closet cab wall, located on street side in aisle area. Desk to have display bins for incentive placement.

7. **Electrical-**All wiring should meet or exceed National Electrical Code or applicable FMVSSWS standards. Interior Wiring 12 volt-shall be Thermoplastic High Heat-resistant Nylon stranded, bundled, and color coded. UL listed circuit breakers. Each circuit shall be independently protected. Interior Wiring 120/240 Volt-sufficient to supply all electrical services and Heating Ventilation and Air Conditioning requirements. Wiring shall be Thermoplastic High Heat-resistant Nylon stranded, bundled, color coded, and numbered. All circuits are to be controlled by Under Laboratories Listed circuit breakers. Each circuit shall be independently protected. Include longer shoreline extension, at least 35ft. Inverter to be at least 1000 watts. Add Exterior duplex outlet

8. **Floor Covering-**Commercial grade vinyl floor covering with at last a 5 year wear-date minimum. Runs front to rear, textured

9. **Hardware-**All necessary door locks, hand rails, door closers, hold backs, and hinges will be furnished to provide smooth, efficient operation. All door locks, cabinetry locks, and storage locks to be the same. One key.

10. **Interactive computer lab/bar** Laptop bar/desk for portable AWE computers for kids. Need HDMI, VGA cords and connections for Ethernet and wireless access panel. Bar needs to be square, have compartments to hold pens, computer mouse, and other supplies for patrons. Include small bench seating, bar stools, or child size seats. Located in front on raised floor near staff.

# SPECIFICATIONS

## Page 7 of 10

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Sole Responsibility of the Purchasing Division after consultation with the using agency.				
0001	Bookmobile (Model: Ford F59 Bookmobile or approved equal) Price Must Include Any Shipping and Handling			
D. UPFITTING SPECIFICATION (continued)				
MINIMUM SPECIFICATIONS: As a minimum (any non-compliance must be marked “NO”) each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment		Comply		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
		Yes	No	
11. Interior Finish-Interior to be custom designed to EBR Parish Library staff requirements, including desks, closets, storage, bulletin boards, oversize and adjustable shelving, magazine racks, and any other special needs, such as specialty DVD shelving, computers, cellular phones, book drops, as specified.				
12. LED Lights- Provide interior and exterior LED color running lights. Lights should be programmable, sound responsive. Also use black lights to aid in lighting for unit.				
13. Lighting-A minimum of eight LED Lighting Fixtures, minimum six inches in diameter provided in ceiling. Set on a dimmer switch. Provide 12-volt stepwell light (if stepwell is included in bid) wired to operate in conjunction with the conditions of the door and have a one/off switch mounted in the dash. A 12 volt dome light shall be provided in the cab area.				
14. Outlets- Minimum of twelve (12) wall outlets with USB charging ports. Three (3) HDMI outlets located throughout cab. Include GFI rated outdoor outlet, near patron door.				
15. Paneling-Wall finishes shall be commercial grade, smooth non-glare laminate applied over lightweight substrate material. Material to meet Federal Motor Vehicle Safety Standard No.302 (FMVSS302).				
16. Radio- Radio AM/FM/CD/Bluetooth SYNC. Aux connection required. Iphone and Android compatible in the dash. Wired to PA and speakers.				
17. Rear Door Full swing aluminum rear door, swing out to open, to allow for entrance and egress for patrons, staff and book carts to be taken on and off vehicle.				
18. Rearview Camera System-Rearview camera system with exterior microphone and dash mounted monitor with audio to be provided to assist in backing up vehicle. Monitor should be a minimum of seven inches measured diagonally and automatically turn on when vehicle is in gear. Camera to provide field of view of one hundred eighty degrees horizontally and vertically. Camera set to display while vehicle is running on engine power or generator. Zone Defense brand or higher. Turn signal camera and blind spot warning signals required. Back up sensor, required.				
19. Running Lights Daytime and Evening Running Lights				
20. Safety- Back up alarm, triangle reflector sets, at least two 5 lb. A. B. C. Fire extinguishers, ceiling mounted smoke and carbon monoxide detectors. Rear back up camera, with monitor, rear back up sonar detector. DOT approved first aid kit.				

# SPECIFICATIONS

## Page 8 of 10

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Sole responsibility of the Purchasing Division after consultation with the using agency.				
0001	Bookmobile (Model: Ford F59 Bookmobile or approved equal) Price Must Include Any Shipping and Handling			
D. UPFITTING SPECIFICATIONS (continued)				
MINIMUM SPECIFICATIONS: As a minimum (any non-compliance must be marked "NO") each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment		Comply		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
		Yes	No	
21. Seating-Driver and passenger seats shall be bucket type, high back deluxe with arm rests and height adjustable seat belts. Both seats shall be 10-way adjustable with lumbar support. Seats must meet Federal Motor Vehicle Safety Standard No.302 (FMVSS302) flammability standards. Driver and Passenger seat shall swivel in order to fully face desk and for work adaptability, if applicable.				
22. Scene Lights Provide four exterior scene lights-12 volts. Two per side.				
23. Shelving- Shelving shall be aluminum, ACore brand or equivalent, with interchangeable and adjustable shelves. Shelves should be 7, 9, and 11 inches to accommodate DVDs, CDs, Playaways, Launchpads, picture books, and other library materials. Shelves shall slope 15 degrees. Shelf uprights shall follow interior contour of walls in order to gain maximum aisle width. Shelves above work desks should slope at least 15 degrees to stay in place during travel. or more. Exact layout can be determined by Library staff and design team to allow for seating, displays, and natural light. Shelf color will be determined during design process.				
24. Sink Provide a sink in the front, near the closet or front desk. Include safety valve for off and on operation.				
25. Skylights and Windows require several windows in cargo area. Can be placed at top of unit for sunlight. Factory tinted. Automatic shades or blinds.				
26. Sound Bar Provide sound bar for interior TV. Wired to speakers as well.				
27. Speakers Mounted interior and exterior speakers on the street side and curb side of the vehicle. Wired to TVS, PA and Radio system. Speakers must operate independently and simultaneous of one another. Add subwoofer and amplifier if necessary. Surround sound for TV required.				
28. Swing-a-way or Sliding bookcase Utilize, sliding or swing-a-way bookcase to increase volume capacity, despite wheelchair lift. If swing away, door to have heavy duty stainless steel piano hinges and heavy duty latches to prevent bookcases from moving when in the closed position.				
29. Wheelchair Ramp, Lift or Gate- Ricon Heavy duty wheelchair RAMP preferred; SSR Single Slope or Fold over FR2E for low floor buses. If not possible, a commercial lift, fully automatic, with backup system, dual handrails and safety belt. Ricon Brand or equal. Hand held controller for all lift functions. To be mounted inside unit at Rear; powered by auxiliary power. Lift to be hidden by floating wall or swing a way bookcase. Or, provide a custom-built full width rear flip-down, or hydraulic lift. This should be automatic to decrease ramp angle for easier ingress and egress. Spring assist for opening and closing as well. See Appendix.				

# SPECIFICATIONS

## Page 9 of 10

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0001	Bookmobile (Model: Ford F59 Bookmobile or approved equal) Price Must Include Any Shipping and Handling		
E. PAINTING AND LETTERING			
MINIMUM SPECIFICATIONS: As a minimum (any non-compliance must be marked “NO”) each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment	Comply		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
	Yes	No	
1. Vehicle wrap and graphics allowance of \$6,000 included.			
F. MISCELLANEOUS			
MINIMUM SPECIFICATIONS: As a minimum (any non-compliance must be marked “NO”) each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment	Comply		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
	Yes	Yes	
1. <b>Awning</b> -Electric, interior and exterior mounted switch, with manual override. Awning should be on street and curb side of unit.			
2. <b>Blu-ray</b> Provide a Blu-ray player. Connected to HDMI outlets throughout unit. Connects to speakers and surround sound for television monitors.			
3. <b>Book Carts</b> Two ACORE brand single sided “wall hugger” model book carts with applicable tie downs which utilize ACORE wall mounted slotted rail system. Flush mounted floor track for additional book carts, along rear wall of bookmobile. Color to be determined during design phase.			
4. <b>Breeze Creative Dynamic Floor</b> - Include a dynamic floor for patron use. Will need to be either wall or ceiling mounted. “See website for details: <a href="https://www.breezecreative.com/dynamic-floor">https://www.breezecreative.com/dynamic-floor</a> ” See Appendix			
5. <b>Clock</b> Large Font digital wall clock.			
6. <b>Cup Holders</b> Provide multiple cup holders for passenger and driver in cap area. Cup holders should be built into desks. Must hold variety of cup sizes--16 oz., 32 oz., 44oz. etc.			
7. <b>Closet</b> Provide closet space in front of unit. Bottom of closet shall contain 12v/120v refrigerator. Top of closet shall contain minimum 700-watt microwave oven. include aluminum shelves in closet			
8. <b>Emergency Escape Hatch</b> Include roof, side or back window escape hatches or windows			
9. <b>Interactive Learning Station</b> (3) mounted learning stations to include a kitchen set, a learning/sensory wall, and a Nyoyon Touch wall See Appendix.			
10. <b>People Counter</b> -Installed at side entry door.			
11. <b>Spare Tire</b> Full size spare tire			
12. <b>Television</b> Interior and exterior mounted smart television, Minimum mounted flush on curbside side wall, and another to be on curbside exterior wall, to be viewed outside vehicle. An exterior panel must cover the screen, but staff must be able to access component to connect gaming systems and other uses. Both TVs to be wired to HDMI outlets, staff computer ports, and portable computer station so that both can act as monitors independently as well as simultaneously. Include surround sound speakers.			
13. <b>Wall Clamps</b> Located near closet, to hold cleaning equipment (brooms, mop)			

# SPECIFICATIONS

## Page 10 of 10

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0001	Bookmobile (Model: Ford F59 Bookmobile or approved equal) Price Must Include Any Shipping and Handling		
F. MISCELLANEOUS (continued)			
MINIMUM SPECIFICATIONS: As a minimum (any non-compliance must be marked “NO”) each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment	Comply		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
	Yes	No	
1. <b>Wi-Fi</b> Provide CAT 6 computer network. Provide wiring to mount a 5G mobile broadband application and router CradlePoint 2. <b>Vent Fan</b> Provide one “Fan-Tastic” brand reversible 12v power roof vent with thermostat and remote. Automatic closing mechanism, in case of severe weather. Manual power gauges included on vent as well.			
G. DELIVERY			
MINIMUM SPECIFICATIONS: As a minimum (any non-compliance must be marked “NO”) each item shall be equipped with, and all components bid must be compatible and upon installation create a fully functional piece of equipment	Comply		Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.
	Yes	Yes	
1.    Vehicle to be delivered including a full day of training and full operations of upfits. A training CD should be provided. All supplier manuals to be provided at the time of delivery. Two sets of manuals to be provided. Floor plan Print and Electric schematics must be provided “as built” at time of delivery.			



# Appendix



*Pictured clockwise from left: Rear swing door and lift gate; example of sliding wall separating cab and cargo area; possible seating underneath bookstacks or in rear street side corner*





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*Pictured clockwise from right Examples of interactive wall spaces, kitchen set, wall display, playhouse, and touch screen walls.*

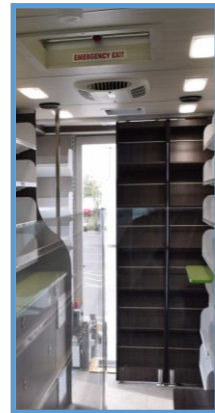
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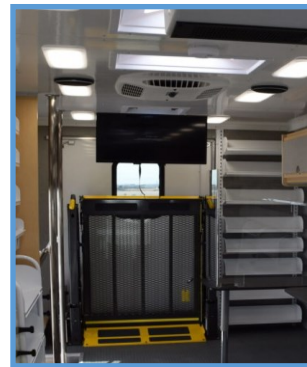
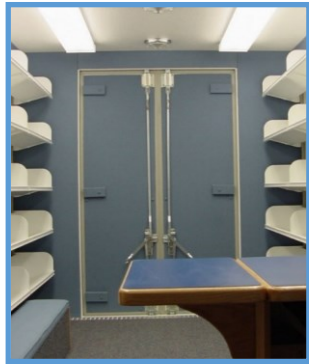


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*Pictured clockwise from left: Examples of sliding wall/door; raised floor for front of vehicle; small laptop bar and fold down desks; sink; rear wheelchair ramp and swing away bookcase.*

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**BIDDER'S ORGANIZATION  
BIDDER IS:**

**AN INDIVIDUAL**

Individual's Name: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A PARTNERSHIP**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A LIMITED LIABILITY COMPANY**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A CORPORATION**

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION SHOULD BE SUBMITTED WITH BID.

Corporation Name: \_\_\_\_\_

Address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID SHOULD COMPLETE THIS FORM.**

## **CORPORATE RESOLUTION**

A meeting of the Board of Directors of \_\_\_\_\_ a \_\_\_\_\_ corporation organized under the laws of the State of \_\_\_\_\_ and \_\_\_\_\_ domiciled in \_\_\_\_\_ was held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

**BE IT FURTHER RESOLVED**, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, \_\_\_\_\_, hereby certify that I am the Secretary of \_\_\_\_\_, a corporation created under the laws of the State of \_\_\_\_\_ domiciled in \_\_\_\_\_; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
SECRETARY